

**Parchment Pickup  
Letter of Authorization**

**Office of the Registrar – Convocation**  
 University of Northern British Columbia  
 3333 University Way, Prince George, BC V2N 4Z9  
**Phone:** 250-960-6300 **Fax:** 250-960-6330  
**E-mail:** credentials@unbc.ca **Web:** www.unbc.ca/registrar  
**Web:** www.unbc.ca/convocation

Student #		Birthdate	DD/MMM/YYYY
Last Name		Phone #	- -
First Name		E-mail	@unbc.ca

**IMPORTANT INFORMATION**

The original signed form must be sent to the Office of the Registrar, or accompany the person designated to pick up your parchment.

If you are unable to provide the original form, only attachments sent from your UNBC email address will be accepted.

**Date:** \_\_\_\_\_ **To:** **Office of Registrar**  
**University of Northern BC**  
**3333 University Way**  
**Prince George, BC V2N 4Z9**

I, \_\_\_\_\_ authorize \_\_\_\_\_  
(Your Name here – please print) (Print name of person authorized to pick up parchment)

to pick up my parchment on my behalf. My details are as follows:

Student Number: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Major: \_\_\_\_\_

Date/Year of Graduation: \_\_\_\_\_

**PLEASE NOTE: Any financial obligations owing to UNBC must be paid prior to release of parchment.**

\_\_\_\_\_  
 Signature of Graduate  
(Original signature mandatory)

\_\_\_\_\_  
 Date

Office Use Only	
Individual or Designate ID Verified	
Date Entered In SPACMNT	
Staff Initials	